U. S. Coast Guard Pay & Personnel Center Direct Access II/Retired Global Pay Self-Service

Retiree/Annuitant/Former Spouse Change of Mailing Address

Introduction

This document provides the procedure for entering a change of mailing address in Direct Access II/Retired Global Pay Self-Service.

Before you begin

If you haven't used Self Service before, please review the initial log-on instructions available at http://www.uscg.mil/ppc/ras/gp/ or in Issue 01/2010 of the *Retiree Newsletter* (http://www.uscg.mil/ppc/retnews/2010/January10newsletter.pdf).

Rules

You will be able to update your mailing address. However, there are a few things to keep in mind:

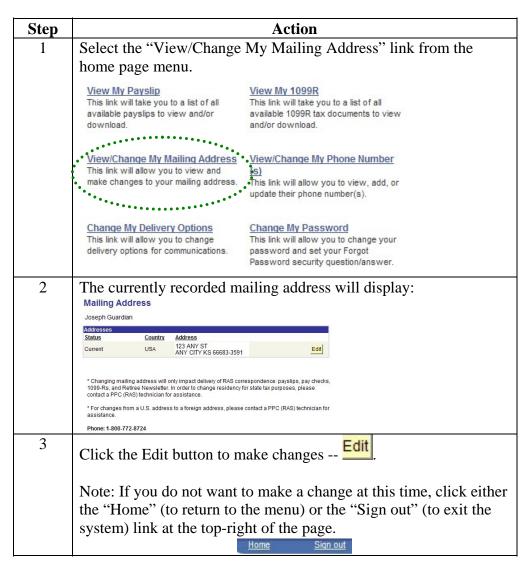
- The changing of your mailing address only affects the mailing of paper pay slips, 1099Rs, paper checks, and the Retiree Newsletter. If you need to change your state of legal residence or state tax withholding, you will need to contact PPC (RAS).
- You will have to call PPC (RAS) for any address changes which involve a foreign address.
- Once you have finished updating your address, the system will notify you as to when this change takes effect.
- As a reminder, when moving from one state to another and updating your home mailing address, don't forget to change your state tax withholding. You must request a change for state tax as an address change does not automatically change or stop the state information that the tax is being paid to

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Procedure

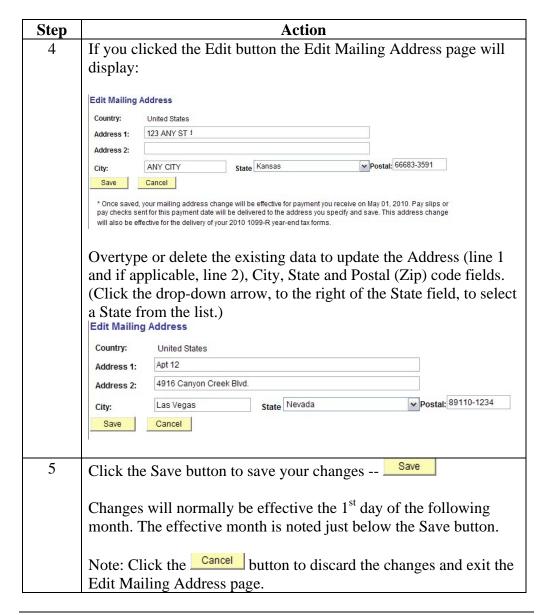
Log into DA II Self-Service at https://ep.direct-access.us/psp/UCGP1PP/ and follow these steps to change your mailing address:



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Procedure (continued)



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Retiree/Annuitant/Former Spouse Change of Mailing Address, Continued

Procedure (continued)

Step	Action
6	If your changes do not result in an error, a Save Confirmation page
	will display. Use the "Return to Homepage" link to return to the
	Self-Service menu.
	Save Confirmation
	The Save was successful
	Return to Homepage
	If an error message displays, follow the instructions on the screen
	or exit the system and contact PPC (RAS) for assistance.